


13 May 1971

OFFICE OF PERSONNEL MEMORANDUM NO. 20-26-4

SUBJECT: Exit Processing for Separation or Extended Leave

1. Locator Records. Effective immediately, when an employee plans to separate from the Agency or go on extended leave, the responsible administrative or personnel officer will provide the employee with his Emergency and Locator Record, 642, and instruct him to hand carry it on his last working day to the Personal Affairs Branch (PAB), Room 5E-11 Headquarters Building, for his exit processing. If for some reason this procedure is not feasible, the administrative or personnel officer will forward the Locator Record to the Personal Affairs Branch prior to the employee's last working day. This procedure is being initiated to facilitate the forwarding of W-2's by the Office of Finance to employees who have separated from the Agency.

2. Badges. Henceforth, an employee who is separating from the Agency or going on extended leave must turn in his regular badge on his last working day to the Office of Security Receptionist in Room 1E-0008, Headquarters Building where he will be issued a temporary badge before he reports to the Personal Affairs Branch for exit processing. The Office of Security will not debrief an employee who has not complied with this requirement. The PAB representative will advise the employee when to report for his security debriefing.


Harry B. Fisher
Director of Personnel

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